University of Technology Jaipur
Internal Quality Assurance Cell (IQAC)

SchoolFiles Audit Checklist
Period: July 2019 till date
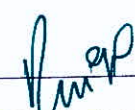
Department/Centre Name:

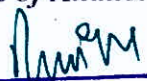| Sl No:	Item	Percentage of Completion	Remarks/Suggestions
1	Handbook		
2	Annual report of the department/center		
3	Faculty composition, minutes, transactions, and resolutions under which the department is conceptually part of like faculty of engineering		
4	Regulations, Syllabi, Curricula of all academic programmes offered by the department including Ph.D and successive curricula, records on revision		
5	Board of Studies (Composition, minutes,and transactions)		
6	Approval letters and resolutions from academic councils or statutory bodies with regard to the programs run by the department		
7	Academic, research, and industry linkages (Copies of Memoranda of Understanding, project reports, etc)		
8	Consultancy records		
9	Brochures/flyers/proceedings of all conferences/seminars/symposia/workshops/contests/competitions/FDPorganized by department		
10	Alumni Details especially prominent alumni and some records of their feedback		
11	Annual department budget and Budgetary provisions (if any)		
12	Detailed Classroom process (Mentor list, course plans, class and course committee composition and minutes, the conduct of committee meetings, supplementary coaching, etc)		
13	Timetable		
14	Workload		
15	Attendance registers for faculty and staff, wherever not automated and decentralized		

16	Teaching Staff profile		
17	Non-teaching (both administrative and technical) staff profile		
18	Student list (year-wise, batch-wise, class-wise)		
	Department at a glance and infrastructure display through boards / banners		
19	Research report: A comprehensive report covering details such as current academic and sponsored research details, research scholars and their profile, programs organized to promote research, research facilities available for the teachers and students, student research activities, expert lectures delivered by faculty in other Institutions, research outcome such as noteworthy publications, achievements, patents, etc. research.		
20	List of research projects or activities of departments/centers. Details such as name of the investigators, brief description of the research, collaborations, funding, etc. are to be provided. Progress reports of research projects		
21	List of laboratories with details of equipment and investments		
22	Faculty Development Programs: Proof of attending and organizing staff development programs/ orientation programs/refresher programs, delivering expert lecture/invited lecture outside, etc. Records of all faculty being sponsored for seminars/conferences		
23	Basic document about classroom process (Curricular transaction covering mode of delivery, constitution and minutes of course and class committees, conduct of committee meetings and supplementary coaching)		
24	Outcome-Based Education (OBE) document with process, transactions and documents		
25	Evaluation Procedure for various courses with samples		
26	Instructional material developed by Staff, if any		
27	Minutes of Department meetings		
28	Present and past students profile (Maintained by the class advisor/mentor/counsellor)		
29	Infrastructure summary with list of equipment purchased during the last five years.		
30	Stock and Equipment register excluding labs		
31	Register of equipment for which customs/excise duty exemption was utilized		
32	Student attendance records & work registers, sample question paper and answer scripts of students in each course, course files, course plans, mentor/counsellor files		
33	Student Counselling dairies, note books and records		
34	Records of special coaching for weak students		
35	Examination results and action taken report for weak students		

36	List of medallists and rank holders		
37	Students feedback, report of analysis and action taken		
38	Annual report and records, photographs, albums of professional clubs/associations associated with the department		
39	Books published by faculty		
40	List and copies of Book Chapters published by faculty		
41	List and copies of publications of faculty in international and national journals		
42	List and copies of publications of faculty in international and national conferences		
43	List and copies of patents filed and granted		

General Comments

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Name & Signature of Auditor with date:

IQAC- Coordinator
University of Technology
Vatika, Jaipur